

**M e m o r a n d u m**

Date: July 12, 2010

To: Ukiah Area

Attention: Lieutenant P. Davis

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Ukiah Area was conducted on November 2, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on May 5 – 6, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 562 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 58 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	201	35.77%	20.03	21
<b>Telecommunications</b>	239	42.53%	23.82	24
<b>Fleet</b>	27	4.80%	2.69	3
<b>Weapons</b>	95	16.90%	9.46	10
<b>Total</b>	562			58

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 56 of the 58 items were located. Two items were transferred out of the command. Three of the 56 items were located off-site and photographs were provided. One of the 56 items requires a correction be made to the property inventory record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 53 of the 55 items reconciled. Two items require corrections be made to the property inventory system. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General by October 12, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Ukiah Area  
Page 3  
July 12, 2010

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain  
Interim Inspector General

**Attachments**

cc: Office of Assistant Commissioner, Field  
Fiscal Management Section  
Telecommunications Section  
Office of Inspector General, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Ukiah Area - 150  
May 5 - 6, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
COMPUTER 486/33	92783				X		Item transferred, CHP 266 attached.
BATTERYVALIDATIONSYS	F2752				X		Item transferred, CHP 266 attached.
Mobile Radio	R87047			X			Correction to vehicle number required. Item located in vehicle 1240041.
Mobile Radio	R42539			X			Correction to vehicle number required. Item located on shelf in Area.
Mobile Repeater	R45693			X			Correction to vehicle number required. Item located on shelf in Area.

# ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY RECORD INSPECTION REPORT  
Ukiah Area - 150**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1 105845	PRINTER/FOR PAS DEVICE	939950009	X					
2 110501	RADAR TRAFFIC MOUNTED	040484	X					
3 118353	PRINTER COLOR LASERJET 4500N	JPHAB08129	X					
4 126574	FAX MACHINE	SG7A1F30KT	X					
5 137389	HAND HELD RADAR UNIT	AS001207	X					
6 139440	PRINTER	CNDXD13939	X					
7 139441	PRINTER	CNDXC17251	X					
8 141185	FILE SERVER	USM54201X8	X					
9 141927	LAPTOP	0036040805	X					
10 141937	LAPTOP	0036040793	X					
11 141941	LAPTOP	0036040812	X					
12 142022	CAMERA	21501981	X					
13 143977	PRINTER	CNGXD59569	X					
14 144688	COPIER, DIGITAL MULTI-FUNCTIONAL	6600027X	X					
15 147946	PRINTER LASERJET B/W 1020	CNB0022906	X					
16 153067	BREATH ANALYZER SYSTEM PAS DEVICE	90102861-82	X					
17 164130	COMPUTER	MXL83209Z5	X					
18 164131	COMPUTER	MXL83209ZG	X					
19 78379	RESUSCI BABY MANIKIN W/CASE AA-2120		X					
20 92783	COMPUTER 486/33	A419HER22427				X		Item transferred, CHP 266 attached.
21 T0353	TRAILER, PORTABLE CHANGEABLE MESSAGE	IN9ME11136S272009	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY RECORD INSPECTION REPORT  
Ukiah Area - 150**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>								
1 106147	SAFE GUN MOD S6215 P0150D7005		X					
2 106222	MACHINE SHREDDER MOD4100X P0150D6003	1JB61963	X					
3 113892	CAMERA STILL 35MM	3535831	X					
4 118997	PRINTER	MX04I1T04H	X					
5 123042	PRINTER DESKJET 960CXI	MY16C1D031	X					
6 139132	SWITCH	F0X090305JN	X					
7 141041	FILE SERVER	2UX5410014	X					
8 141480	LAPTOP	0036040541	X					
9 141934	LAPTOP	0036040804	X					
10 142164	COPIER		X					
11 142732	TIRE CHANGER		X					
12 142733	WHEEL BALANCER		X					
13 146312	FAX MACHINE		X					
14 147945	PRINTER LASERJET B/W 1020	CNB0022913	X					
15 149877	Uninterruptable Power Sour	AS0704330576	X					
16 151534	COMPUTER	2UA7230H2N	X					
17 164132	COMPUTER	MXL83209YY	X					
18 164134	COMPUTER	MXL83209Z8	X					
19 164136	COMPUTER	MXL8320B75	X					
20 164263	COMPUTER	MXL8320B1P	X					

**LEGEND**

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# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Ukiah Area - 150**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>											
1	F2752	BATTERYVALIDATIONSYS							X		Item transferred, CHP 266 attached.
2	R100128	Cellular Telephone				X					
3	R40967	Mobile Radio	1215452		9523491	X					
4	R41238	Mobile Radio	C3025F	1283572	9523160	X					
5	R42795	Mobile Radio	2QNL412	4XWN020	9541039	X					
6	R43128	Mobile Radio	1270504		9541643	X					
7	R43135	Mobile Radio	1221975		9542120	X					
8	R44278	Mobile Radio	1215488			X					
9	R49862	Public Address Amplifier			7100	X					
10	R54473	Scanner	Dispatch		45006743	X					
11	R55036	Remote Console			221	X					
12	R62790	Hand-Held Radio	14929		402AWW4827	X					
13	R64011	Hand-Held Radio	09767		402AWY1188	X					
14	R71130	Battery Charger - Radio				X					Item located off-site, photograph received.
15	R71978	Battery Charger - Radio				X					
16	R74760	Scanner			75001543	X					
17	R77452	Control Head - Mobile				X					Item located off-site, photograph received.
18	R87047	Mobile Radio	1160993		2050291	X			X		Correction to vehicle number required. Item located in vehicle 1240041.
19	R88740	Portable Radio			749TDJ8342	X					
20	R93450	Mobile Radio	JPS Proj.		51100006	X					
21	R93512	Mobile Radio	JPS Proj.		50100048	X					
22	R97340	Control Head - Mobile	1270727	CHPRS		X					
23	R97437	Citizen Band Radio	1221975		54024230	X					Item located off-site, photograph received.
24	R99533	Citizen Band Radio	C3163F			X					

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**CALIFORNIA HIGHWAY PATROL**  
**2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Ukiah Area - 150**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>										
1	R23232	Fixed Receiver - rack type		6382810	X					
2	R41451	Mobile Radio	1270727	9540193	X					
3	R42539	Mobile Radio	1240124	9541339	X					Correction to vehicle number required. Item X located on shelf in Area.
4	R45009	Mobile Repeater	2QNL412	4XWN020	7610778	X				
5	R45395	Mobile Repeater	C3025F	7625993	X					
6	R45693	Mobile Repeater	1270596	7719919	X					Correction to vehicle number required. Item X located on shelf in Area.
7	R46083	Mobile Repeater	1215488	7730741	X					
8	R46448	Mobile Repeater	1240041	7727216	X					
9	R47407	Mobile Repeater	1270504	7782588	X					
10	R49618	Mobile Repeater	1215452	7821208	X					
11	R55955	Scanner	1270727	55002363	X					
12	R56069	Scanner	C3163F	55002395	X					
13	R60213	Printer		4CMCCA31814	X					
14	R60215	Printer		4BMCCA29495	X					
15	R70396	Battery Charger - Radio			X					
16	R70402	Battery Charger - Radio	found Sep	AI-07	X					
17	R70403	Battery Charger - Radio			X					
18	R70405	Battery Charger - Radio			X					
19	R80631	Answering Machine	Ft. Bragg		X					
20	R80984	Scanner	C3025F	1283572	96001042	X				
21	R82477	Mobile Repeater	1270727	734164	X					
22	R89550	Control Head - Mobile	1270866		X					
23	R93360	Mobile Radio	JPS Proj.	51200020	X					
24	R95063	INTERCONNECT SWITCH2	JPS Proj.		X					

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**CALIFORNIA HIGHWAY PATROL  
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT  
Ukiah Area - 150**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
25 R97275	SERVER			USE520A6JS	X					
26 R97276	SERVER			USE520A6JX	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT D

Active Equipment Inventory by Station Location  
(PAR: EQUIP INVENT BY STATION)  
04/09/2010

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
150	1215452	1215452	ENFORCEMENT SEDAN	2005	FOR	CRNVIC	150
150	1215488	1215488	ENFORCEMENT SEDAN	2005	FOR	CRNVIC	150
	1221975	1221975	PRIMARY COLLISION FACTOR	2006	FOR	CRNVIC	150
150	1239634	1239634	ENFORCEMENT SEDAN	2006	FOR	CRNVIC	150
150	1239839	1239839	ENFORCEMENT SEDAN	2006	FOR	CRNVIC	150
150	1240041	1240041	ENFORCEMENT SEDAN	2006	FOR	CRNVIC	150
150	1240124	1240124	ENFORCEMENT SEDAN	2006	FOR	CRNVIC	150
150	1249903	1249903	PRIMARY COLLISION FACTOR	2007	FOR	CRNVIC	150
150	1270487	1270487	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	150
150	1270504	1270504	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	150
150	1270659	1270659	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	150
150	1270727	1270727	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	150
150	1270866	1270866	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	150
150	1270975	1270975	ENFORCEMENT SEDAN	2008	FOR	CRNVIC	150
150	1289032	1289032	ENFORCEMENT SEDAN	2009	FOR	CRNVIC	150
150	2QNL412	4XWN020	COMMANDER VEHICLES	2003	FOR	CRNVIC	150
150	C2595E	1154366	MOTOR CARRIER VEHICLES	2003	DOD	RAMVAN	150
150	C2690F	1171648	ALL TERRAIN MARKED	2004	FOR	EXPED4X	150
150	C3014F	1283583	ALL TERRAIN MARKED	2008	FOR	EXPED4X	150
150	C3025F	1283572	ALL TERRAIN MARKED	2008	FOR	EXPED4X	150
150	C3026F	1283573	ALL TERRAIN MARKED	2008	FOR	EXPED4X	150
150	C3028F	1283575	ALL TERRAIN MARKED	2008	FOR	EXPED4X	150
150	C3163F	1283730	MRE 4X4	2009	DOD	PU4X4	150
150							
150	T186	E19327	TRAILERS	1992	UNK	DOT TRLR	150
150	T353	19525	TRAILERS	2007	NATL	MESSAGE/RADR	150

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDERS SIGNATURE : \_\_\_\_\_

# ATTACHMENT E





Department of California Highway Patrol  
Complete Area Inventory  
150 - Ukiah

April 9, 2010

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Issued to officer: [REDACTED]

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

[REDACTED]  
[REDACTED]

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

Ser#

Control#

Comments

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**April 9, 2010**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Ser# Control#

[REDACTED]

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**April 9, 2010**

**April 9, 2010**

### Comments

**Issued to Area/Division:**

Comments

Department of California Highway Patrol  
Complete Area Inventory  
150 - Ukiah

April 9, 2010

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

# SUPPORTING DOCUMENTATION

CHP 268 (Rev. 6-01) OPI 078

**INSTRUCTIONS TO COMPLETE  
AND DISTRIBUTE ON REVERSE**

☐ Loan, return by: \_\_\_\_\_


FROM: (COMMAND NAME) UKIAH	LOCATION CODE 150	PREPARED BY M. HOLCOMB	DATE 4/21/2010
TO: (COMMAND NAME) ITS	LOCATION CODE 041	NUMBER OF BOXES/PIECES IN THIS SHIPMENT 2	
SHIPPED VIA <input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify):		DRIVER SIGNATURE	

[illegible]

**Destroy Previous Editions**

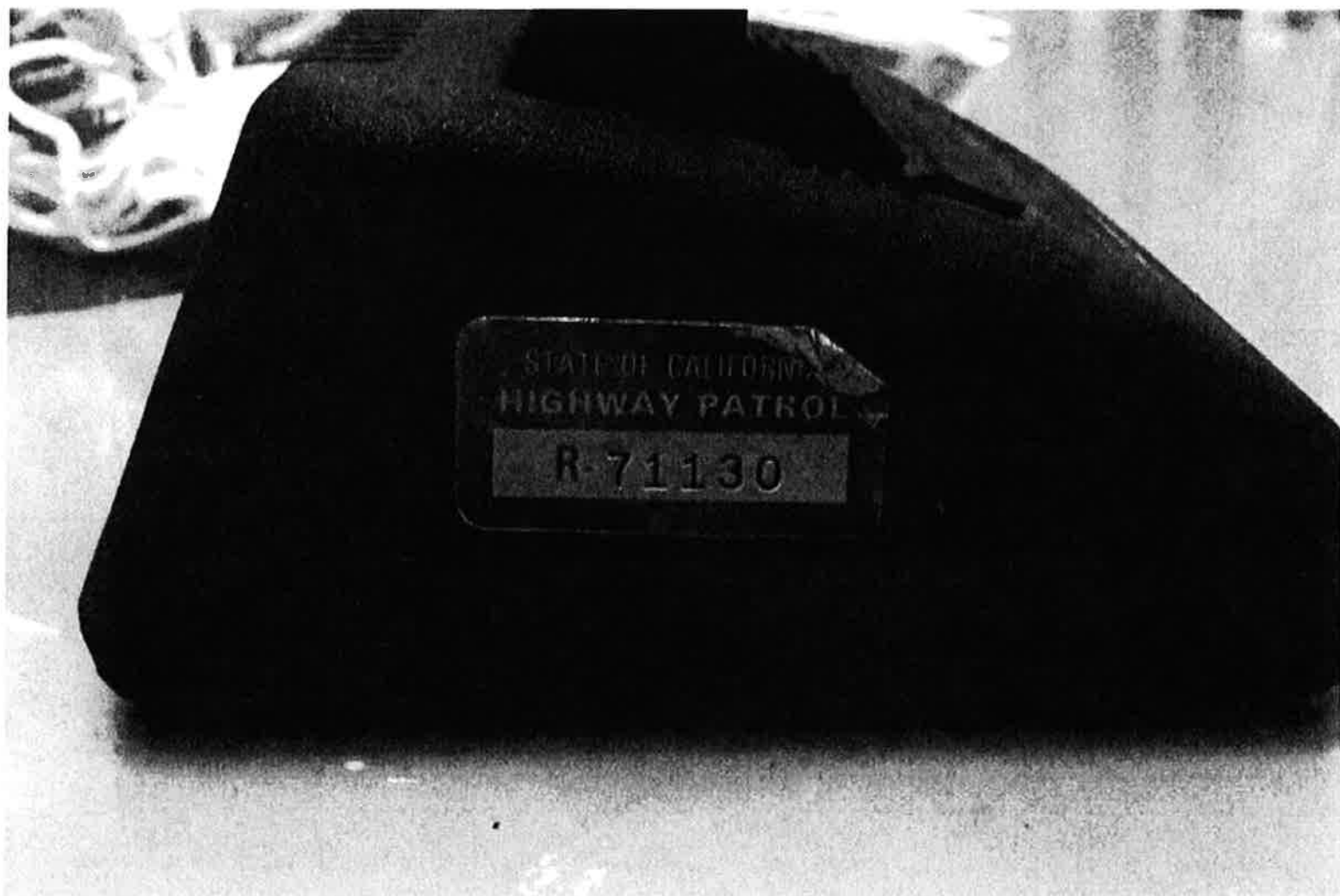
**Submit Query**

☐ Return ☒ Repair ☐ Transfer  
☐ Loan, return by: \_\_\_\_\_

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
UKIAH	150	N. GROW	01/14/2010
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
NORTH SHOP TELECOM	047	1	
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): STATE TRUCK			

**EQUIPMENT**  
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]





STATE OF CALIFORNIA  
HIGHWAY PATROL

R- 77452

RED  
WW

STATE OF CALIFORNIA  
HIGHWAY PATROL



R-97437